

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**11879-PMDB**

EFFECTIVE DATE:

**7/15/2016**

<b>DGS OFFICE OR CLIENT AGENCY</b> Project Management & Development Branch	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-509-1139-002
<b>UNIT NAME AND CITY LOCATED</b> Real Estate Leasing and Planning – West Sacramento	<b>CLASS TITLE</b> Office Technician (Typing)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, West Sacramento, CA 95605
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-509-1139-002

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Senior Real Estate Officer (Supervisory), and/or Supervising Real Estate Officer the Office Technician (Typing) provides general clerical support of a technical nature for the professional staff in the Real Estate Leasing and Planning Section.

**% of time performing duties**      Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

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| 30% | <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to provide general clerical support using a computer with Microsoft Office (Word and Excel) software, in accordance with the DGS Correspondence Style &amp; Format Guide and established office guidelines.</p> <ul style="list-style-type: none"> <li>Types and edits sensitive and technically difficult correspondence and statistical charts and tables (i.e., letters, memorandums, leases, amendments, appraisal reviews, and statistical charts and tables) for RELPS.</li> <li>Independently prepares formal letters applying knowledge of department policies and procedures for the Director's, Branch Chief's, Section Chief's, Assistant Section Chief's, State Facilities Manager's, Senior Real Estate Officer's (Supervisory), Planning and Real Estate Officer staff's signatures including coordination sheets.</li> <li>Reviews and verifies various correspondence for managers, supervisors, and professional staff checking for format, grammatical construction and typographical errors, and may independently make necessary corrections prior to signature by Chiefs and Supervisors.</li> </ul> |
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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**RPA- 11879 -PMDB**

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30%	<ul style="list-style-type: none"> <li>• Research and determines the most cost-effective publication sources and types and places ads using the internet and the telephone with various statewide newspapers to facilitate the leasing, sale, or acquisition of property as requested by RELPS.</li> <li>• Researches information for the unit using current project files in order to maintain statistical records and create additional project files as needed in according with the office guidelines.</li> </ul> <p>In order to provide general clerical support for RELPS projects using a computer with Microsoft Office (Word and Excel) software, in accordance with the DGS Correspondence Style &amp; Format Guide and established office guidelines.</p> <ul style="list-style-type: none"> <li>• Generates 3<sup>rd</sup>-party invoices for RELPS projects and handles the collection and deposit of funds into the appropriate State ledger via written correspondence and the telephone.</li> <li>• Responsible for monitoring, organizing, filing, reconciling project files and determines which files to purge in accordance with the procedures and guidelines of the RELPS and DGS Record Retention Policy.</li> <li>• Tracks, monitors, and closes-out RELPS project files utilizing CRUISE, ABMS, RELPS Databases, Outlook, e-mail, telephone or as directed by the RELPS management team.</li> <li>• Facilitates RELPS project file close-out and the archive of pertinent project documents with SPI thru written and telephone communications.</li> <li>• Reviews incoming mail/fax for RELPS and facilitates distribution and/or retention of documents in accordance with office procedures and guidelines. Performs complex and routine copying, filing, mailing and faxing of documents using various office equipment.</li> </ul>
10%	<p>In order to coordinate details and facilitate communication among all parties involved in accordance with instructions received from the Section Chief, Assistant Chiefs, State Facilities Managers, Senior Real Estate Officers, and the professional Planning and Real Estate staff.</p> <ul style="list-style-type: none"> <li>• Arranges meetings and conferences based on parameters given and determines what is needed. Makes arrangements and supplies any items required for meetings and conferences. This includes but is not limited to space arrangements, preparing agendas for various meetings using the computer (i.e. Outlook, e-mail) and the phone when necessary.</li> <li>• Schedules appointments and maintains itineraries for the Section Chief, Assistant Chiefs, State Facilities Managers, Senior Real Estate Officers, and staff using the calendar available in Outlook to keep them on schedule in accordance with the business needs of the office.</li> </ul>
10%	<p>Researches information in various technical files (i.e. leases, appraisals, and contracts) using good judgment and applying program knowledge as directed by staff and management in accordance with the Department, Division, Branch, Unit and SAM policies and procedures. Maintains a variety of records using a numeric filing system in order to ensure accurate records are on file for RELPS's accessibility in accordance with office procedures and management direction.</p>
10%	<p>Answers incoming telephone calls for the Unit which includes the Section Chief, Assistant Section Chiefs, State Facilities Managers, Senior Real Estate Officers, Planning and Real Estate staff, does research and responds to questions. Provides information concerning the Unit to clients, other state agencies and the general public regarding the status of projects in order to facilitate the daily business operations by using a high degree of discretion in accordance with office procedures/guidelines or as directed by RELPS. In addition, refers callers to the appropriate staff when dealing with sensitive/critical situations.</p>

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10%	<p><b>MARGINAL FUNCTIONS</b>            In order to keep the office working effectively and efficiently as directed by management.</p> <ul style="list-style-type: none"> <li>• Maintains adequate material supplies for the Section by taking physical inventory and completing and submitting the required requisition forms using the State Contract Vendor and/or DGS/Business Services Section</li> <li>• Coordinates routine maintenance for office machines (i.e. copier, fax, printer) by contacting the various vendors and or the delegated internal resources (i.e., Business Services Section, Information Technology, and outside servicing consultants) to ensure that all office machines are in good working condition as directed by staff and or management.</li> <li>• Acts as a backup to the other Office Technicians in order to facilitate clerical support using general office skills and procedures as directed by the Management.</li> <li>• Provides functional guidance as needed in training and assisting less experienced employees by one on one sessions and written and verbal instructions.</li> </ul> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b>  <b>Knowledge of:</b> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p><b>Ability to:</b> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p><b>Special requirement</b>            Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. (Typing certificate required)</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge and use of Microsoft Office, Word, Excel and Access.</li> <li>• Knowledge of Oracle applications, ABMS, PAL.</li> <li>• Excellent organizational skills.</li> <li>• Dependably and excellent attendance record.</li> <li>• Flexible and able to re-prioritize assignments.</li> <li>• Works well under general direction or independently.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• A demonstrated interest in assuming increasing responsibility.</li> </ul> <p><b>ADDITIONAL DESIRABLE QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to a completion of the twelfth grade.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good communication skills verbally and in writing.</li> <li>• Possesses tact and diplomacy.</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Office environment, appropriate professional dress and limited clerical support.</li><li>• Daily use of a personal computer and related software applications at a workstation.</li><li>• Requires ability to effectively handle stress and meet deadlines.</li><li>• Competence in handling frequent telephone contacts with the public and internal/external staff of various levels.</li><li>• Occasional lifting of plans/documents, office supplies, books and manuals (up to 30 lbs).</li></ul>